

# Los Alamos NATIONAL LABORATORY memorandum

Environment, Safety, and Health Division  
ESH-13/ESH-5 Environment, Safety, and Health Division

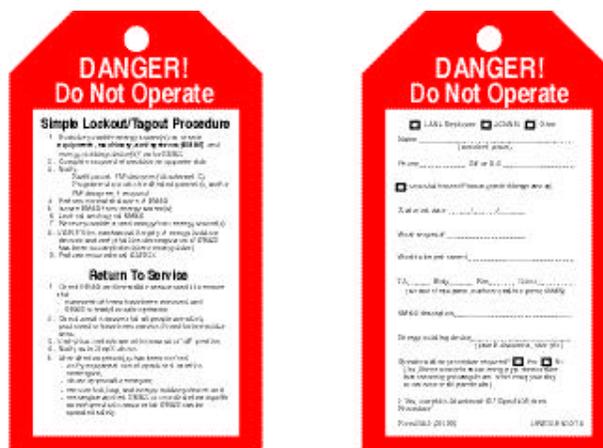
To/MS: Lockout/Tagout Personnel  
Thru/MS: Dennis Erickson, ESH-DO, K491  
From/MS: Meg Cox, ESH-13, J596  
Barbara Hargis, ESH-5, K486  
Phone/FAX: 5-5605/5-4859  
7-5231/5-2192  
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## Subject: NEW LOCKOUT/TAGOUT TRAINING REQUIREMENTS

On August 9, 1999, Laboratory Implementation Requirement (LIR) 402-860-01.0, *Lockout/Tagout for Personal Safety*, will be in effect. This LIR will replace Laboratory Procedure (LP) 106-01.3, *Lockout/Tagout for Control of Hazardous Energy Sources for Personnel Safety (Red Lock Procedure)*. The purpose of this memo is to alert you to new training requirements, to request your support in implementing these requirements, and to inform you of resources available to assist you if you have questions regarding the training.

Customer feedback concerning the current lockout/tagout system helped shape the new Laboratory Lockout/Tagout Program. New procedures emphasize a more consistent and simplified approach to protecting personal safety when servicing, maintaining, modifying, and conducting similar work on programmatic and facility equipment, machinery, and systems.

Attachments 4 and 5, formerly required by LP106-01.3, have been replaced and simplified. The tag (Form 2002) that will be used for tagout activities beginning August 9, 1999, will serve to record some of the information that was previously documented in Attachments 4 and 5. This tag, pictured below, includes a "Danger" notification, procedural steps for locking and tagging out, return-to-service procedures, and identification information. Documentation requirements are outlined in the attachments section of the LIR.



New Laboratory-approved red tag (front and back)

**Additional Information:** Refer to LIR402-860-01.0, *Lockout/Tagout for Personal Safety*, at <http://labreq.lanl.gov:1800/hdir/labreq.html>.

## New Training Requirements

Whenever procedures change regarding hazardous energy sources and energy isolation and control, workers must be notified and trained to ensure their full understanding and ability to implement the new procedures.

The ES&H Training Group (ESH-13) and the Industrial Hygiene and Safety Group (ESH-5) have updated existing courses as well as created “briefing” courses to ensure that workers who need to comply with the training requirements outlined in the new LIR will have the opportunity to do so. If you must remain or become authorized to perform lockout/tagout, you must complete the new training by August 9, 1999, and be approved by a safety-responsible line manager to perform the red lock lockout/tagout procedure. If lockout/tagout training is required in your training plan or by your line management, but you do not perform these operations, you have until September 30, 1999, to complete your training.

### Training Options (See Attachments A and B for the training schedule and course descriptions)

To meet initial training requirements, take live course **#13337 Lockout/Tagout Procedures**. To meet update requirements and/or your two-year refresher requirement, take live course **#17571 Lockout/Tagout Update**, online self-study **#17600 Lockout/Tagout Update**, or online self-study **#17552 Refresher LANL Lockout/Tagout Program**. Supervisors and managers should take online self-study **#17551 LANL Lockout/Tagout Program for Supervisors and Managers**. Note: The lockout/tagout online courses require a Smartcard.

The following training plans are impacted by the new LIR:

Number	Title
127*	Lockout/Tagout Authorized Empl.Trng.
128	Lockout/Tagout Designated Empl. Trng.
2559*	Electricians/Apprentice Electricians
2876	Electrical Workers: Energized
2899	R&D Electrical Workers: Non-Energized
2908*	Energized Electrical Crafts: Non-electrical
2909	Crafts Wkr: Non-energized/Non-electrical
2911*	Linemen & Utility Engineers: Energized
2912	Electrical Designers/Engineers: Energized
2913	Electronic/Computer Techs: Non-Energized
2915	Supervisors: Authorized Electrical Work
2954	Electrical Design/Engnr: Non-energized
2959	Electrical Safety Officer

\*Update training must be completed before August 9, 1999, or these training plans will be incomplete.

If you have questions regarding LIR402-860-010.0, contact Alan Gibson at 5-2622 or [gibsona@lanl.gov](mailto:gibsona@lanl.gov). If you have questions regarding lockout/tagout training, contact George Glass, 5-0752 or [gglass@lanl.gov](mailto:gglass@lanl.gov).

LB/lb

## LOCKOUT/TAGOUT TRAINING SCHEDULE

### Attachment A

<b>COURSE</b>	<b>DATE</b>	<b>TIME</b>	<b>BUILDING</b>
<b>LANL LO/TO UPDATE #17571</b> (Live Presentation)  Note: No Registration Required. Attendance will be scanned at each session.	July 26	8:00-9:45 (Full) 10:00-11:45	P-Division Auditorium
	July 27	8:00-9:45 or 10:00-11:45	P-Division Auditorium
	July 28	8:00-9:45 or 10:00-11:45	P-Division Auditorium
	July 29	8:00-9:45 or 10:00-11:45	P-Division Auditorium
	August 2	8:00-9:45 or 10:00-11:45	P-Division Auditorium
	August 3	8:00-9:45 or 10:00-11:45	LANSCE Auditorium
	August 4	8:00-9:45 or 10:00-11:45	Main Auditorium (L or Q cleared only)
	August 5	1:00-2:45 or 3:00-4:45	LANSCE Auditorium  Main Auditorium
<b>LANL LO/TO UPDATE #17600</b> (Web w/ quiz) Smart Card Required	Beginning July 21		Web*
<b>REFRESHER LANL LO/TO PROGRAM #17552</b> (Web w/ quiz) Smart Card Required	Beginning July 21		Web*
<b>LANL LO/TO PROGRAM FOR SUPERVISORS &amp; MANAGERS #17551</b> (Web) Smart Card Required	July 21		Web*
<b>LO/TO PROCEDURES #13337-</b> (Revised)	July 29 August 10 August 27	8:00-11:00	ESH-13 Training Center- White Rock Registration required 7-0059

\*LO/TO Update #17600 [http://eshtraining.lanl.gov/esh13/esh13\\_documents/17600.pdf](http://eshtraining.lanl.gov/esh13/esh13_documents/17600.pdf)

\*Refresher LANL Lockout/Tagout Program (Self-Study) #17522:  
[http://eshtraining.lanl.gov/esh13/esh13\\_documents/17552.pdf](http://eshtraining.lanl.gov/esh13/esh13_documents/17552.pdf)

\*LANL Lockout/Tagout Program for Supervisors and Managers (Self-Study) # 17551:  
[http://eshtraining.lanl.gov/esh13/esh13\\_documents/17551.pdf](http://eshtraining.lanl.gov/esh13/esh13_documents/17551.pdf)

## LOCKOUT/TAGOUT COURSE DESCRIPTIONS

Attachment B

### **Lockout/Tagout Update #17571 (Live briefing)**

This course provides information on the new LANL Lockout/Tagout program. It emphasizes positive changes in the program that will take place upon implementation of LIR 402-860-01.0.

### **LANL Lockout/Tagout Update #17600 (Web)**

This course presents information on the new LANL Lockout/Tagout program. It emphasizes changes in the program that will take place upon implementation of LIR 402-860-01.0.

URL: [http://eshtraining.lanl.gov/esh13/esh13\\_documents/17600.pdf](http://eshtraining.lanl.gov/esh13/esh13_documents/17600.pdf)

### **LANL Lockout/Tagout Program for Supervisors and Managers #17551 (Web Self Study)**

This course replaces *Lockout/Tagout for Supervisors and Managers #7562*. It provides an overview of lockout/tagout requirements; steps for locking out and tagging out equipment, machinery, and systems; responsibilities for notification and documentation; stop-work authority; and criteria for periodic inspections to be used during management walk-arounds. It also covers special circumstances requiring alternative procedures.

URL: [http://eshtraining.lanl.gov/esh13/esh13\\_documents/17551.pdf](http://eshtraining.lanl.gov/esh13/esh13_documents/17551.pdf)

### **Refresher LANL Lockout/Tagout Program #17552 (Web Self Study)**

This course replaces *Refresher Lockout/Tagout #16003*). It retrains authorized workers in the Red Lock Procedure, including purpose, scope, personnel responsibilities, procedural steps, and documentation requirements. It also covers special circumstances requiring alternative procedures. URL:

[http://eshtraining.lanl.gov/esh13/esh13\\_documents/17552.pdf](http://eshtraining.lanl.gov/esh13/esh13_documents/17552.pdf)

### **LO/TO Procedures # 13337 (initial course)**

This course trains workers on the recognition of hazardous energy sources and the methods and means necessary for energy isolation and control. It covers procedural revisions resulting from publication of LIR 402-860-01.0, and presents steps of the red lock procedures, lockout/tagout documentation, and hands-on training.